



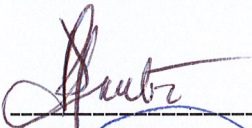
STAFF ENTITLEMENT POLICY

The minimum sick leave entitlement under the Holidays Act 2003 *increased from 5 to 10 days per year*. This means all employees now get a minimum of 10 days paid sick leave per year (after the first six months of their employment commencing), and a further 10 days sick leave for each 12-month period after that. *This entitlement applies regardless of whether employees are full or part-time, or permanent, fixed term or casual employees.*

All New Zealand employees are entitled to sick leave where they have worked for their employer for:

- six months continuously, or
- for an average of at least 10 hours per week (including at least one hour per week, each week), or
- for 40 hours per month.


If an employee's work pattern does not meet the criteria above, then no new sick leave entitlement arises, and the employee can use any sick leave they are already entitled to. The employee may requalify for sick leave at any time they have met the six months' test.



PRINCIPAL

11/8/2021

DATE



CHAIRPERSON

11/08/2021

DATE

RATIFIED BY BOARD: 11-08-2021

NEXT REVIEW DATE: AUG 2024